

**STAMFORD TOWN COUNCIL**  
**MINUTES OF THE HERITAGE & COLLECTIONS COMMITTEE MEETING**  
**HELD ON WEDNESDAY, 09 APRIL 2025 AT 6.00PM**

**PRESENT**

Cllr Amanda Wheeler (Chair)                      Cllr Brett Allibone (Vice Chair)  
Cllr Yvette Diaz-Munoz                      Cllr Andy Croft (arrival 6.25pm)

**ABSENT:** Cllr Kelham Cooke (Ex Officio)                      Cllr Breda-Rae Griffin

**IN ATTENDANCE** Ms Victoria Newton (Heritage & Cultural Officer)

**ALSO PRESENT** 3 members of the public (2 online)

**Public Representations**

Nothing to report.

**1. Apologies for Absence**

Apologies for absence were received from Cllr Luke Chilman.

**Proposal 1** - Apologies with valid reasons for absence had been received and it was **RESOLVED** to accept apologies from Cllr Luke Chilman.

|                  |                        |  |
|------------------|------------------------|--|
| <b>Proposer</b>  | Cllr Amanda Wheeler    |  |
| <b>Seconder</b>  | Cllr Yvette Díaz-Muñoz |  |
| <b>For</b>       | 3                      | Cllrs Wheeler, Yvette Díaz-Muñoz, Allibone |
| <b>Against</b>   | 0                      |  |
| <b>Abstained</b> | 0                      |  |
| <b>Motion</b>    | <b>CARRIED</b>         |  |

**2. Declarations of Interest**

Nothing to report.

**3. Heritage & Collections Budget Report**

The Committee considered the Heritage & Collections Budget Report ending Monday, 31 March 2025. It was noted that all income and expenditure aligned with expectations. No further action was deemed necessary.

**4. Accreditation Report**

The Committee received a report regarding Accreditation

**a.) Organisational Health - To review and approve the Emergency Plan**

The Committee reviewed the Heritage Officer's report on the revisions to the Emergency Plan, which aims to safeguard staff, visitors, and collections in an emergency. It was noted that while the plan was approved by the Museum Committee on 15 April 2024, it may not have been ratified by Full Council.

Initialled by Chair

The Heritage Officer outlined recent staffing changes, including new roles for the Facilities and Allotments Officer and Communications Officer, who are now designated roles within the Emergency Management team. Updates to utility contracts and short-term salvage areas were also highlighted as necessary revisions.

The Committee agreed that these updates would clarify staff responsibilities, improve the plan's reliability, and ensure Accreditation compliance.

**Proposal 2** – it was **RESOLVED** to approve the amendments to the Emergency Plan

|                  |                     |  |
|------------------|---------------------|--|
| <b>Proposer</b>  | Cllr Amanda Wheeler |  |
| <b>Seconder</b>  | Cllr Bret Allibone  |  |
| <b>For</b>       | 3                   | Cllrs Wheeler, Yvette Díaz-Muñoz, Allibone |
| <b>Against</b>   | 0                   |  |
| <b>Abstained</b> | 0                   |  |
| <b>Motion</b>    | <b>CARRIED</b>      |  |

**b.) Managing Collections - Update on Collections Inventory**

Progress on the inventory continues, aligning with Accreditation standard 4.1. The Heritage Officer is working with a volunteer dedicating one day per week. During this time, core information was compiled and all locations of items were listed. The process has involved systematically working through each location, matching items where possible, and establishing a temporary numbering system.

As part of this effort, reference photographs were taken for each item to document their condition and details. To date, a total of 86 items or groups of items have been listed, with approximately half of these being newly identified items that were previously unlisted.

It is expected that another volunteer will join the project once properly trained, allowing for continued progress and support in completing the inventory work.

**c.) Users & Experiences - Updates on Access Audit, Schools Workshops, Town Hall Tours & Cemetery Tours, the work of the volunteers and enquiries**

**MDM Strategic Grants Programme – Access Audit**

The application for the MDM Strategic Grants Programme was successful, securing £2,143 to fund an Access Audit of Stamford Town Hall. The audit will be conducted in partnership with Direct Access and aims to identify barriers to access, ensuring compliance with relevant legislation. The results will inform the development of an Access Plan, with the target date for completion set for August 2025. The final report is expected by September 2025

**Schools Workshops**

The Schools Workshop Pilot Programme, held in March 2025, was a significant success, engaging 185 students from five schools across six workshops. The workshops, which included "Time Travel Tour," "Debate, Decisions & Democracy," "Villains, Verdicts & Victims," and "Pounds, Pints & Paces," provided an immersive and hands-on learning experience. The report on the pilot highlighted the success of the programme in terms of both student participation and engagement.

Teacher feedback was overwhelmingly positive, praising the immersive approach, the use of costumes, artefacts, and historic spaces. Teachers noted that the workshops effectively brought history to life and complemented classroom learning. However, there were a few concerns,

such as the complexity of some content for younger children and the need for clearer timing and structure during the indoor sessions. Feedback also highlighted some logistical challenges, particularly with the outdoor walk, where health and safety considerations were raised.

Pupil feedback also demonstrated a high level of enthusiasm. They enjoyed the hands-on aspects of the workshops, such as trying quill writing, debating in the council room, and engaging in role-play scenarios in the gaol. They also learned key historical lessons, such as the role of mayors in medieval times and the gruesome realities of Tudor justice. The bloodlust of the Year 5s was noted!

The committee discussed the future of the workshops. The potential for scaling up and improving the programme was explored, with a focus on refining the content to suit different age groups, improving session pacing, and addressing logistical concerns. The committee also discussed the importance of developing resource packs to support classroom learning before and after the visits, as requested by teachers.

A full review will follow, which will include plans for follow-up workshops, curriculum alignment, resource development, and potential funding opportunities. The committee expressed strong support for taking the workshops forward, with a view to expanding and refining the programme for future school engagements.

### **Town Hall Tours & Cemetery Tours**

Town Hall Tours commence on Friday, 24th April, with private tours already underway, including a group from the Royal Society of Antiquaries. Cemetery Tours will begin on 10th May, coinciding with War Graves Week. These tours will be conducted in collaboration with a guide from the Commonwealth War Graves Commission.

### **Volunteers' Work**

Work continues on the condition checking of the poster collection, with two out of six folios now complete. The inventory process remains a priority, with the current volunteer working one day per week, but there are plans to increase this to a team of two volunteers. Additionally, volunteers have started replacing existing labels with museum-appropriate text and font size to enhance presentation and accessibility.

### **Enquiries**

There have been six in-person research visits, with many additional enquiries focused on various aspects of the Town Hall collections. Key areas of interest included Blashfields, the Albert Hall demolition, historic views of Stamford, the town's charters, the town walls, mayors, pubs, and the "Our Place Our Art" project.

## **5. Town Hall Collections Reports**

### **a.) To update on the conservation of the Bull Running Painting and approve additional costs**

The Committee received a report on the conservation of the Bull Running Painting, which has now been returned to the Town Hall. The painting underwent a detailed conservation process at Lincoln University, including cleaning and the removal of two layers of historic varnish and overpainting. This work has revealed previously hidden details. The focus will now shift to

Initialled by Chair

researching and interpreting this key piece in the Town Hall collections. Due to the extent of the overpainting, additional costs have been incurred.

**Proposal 3** – it was **RESOLVED** to approve the additional conservation costs.

|                  |                        |   |
|------------------|------------------------|---|
| <b>Proposer</b>  | Cllr Amanda Wheeler    |   |
| <b>Seconder</b>  | Cllr Yvette Díaz-Muñoz |   |
| <b>For</b>       | 4                      | Cllrs Wheeler, Croft, Yvette Díaz-Muñoz, Allibone |
| <b>Against</b>   | 0                      |   |
| <b>Abstained</b> | 0                      |   |
| <b>Motion</b>    | <b>CARRIED</b>         |   |

## 6. To Consider Confidential Matters

To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: - Acquisitions to the Town Hall Collection, Committee Member Responsibilities

**Proposal 4** - It was **RESOLVED** to enter a confidential session.

|                  |                     |   |
|------------------|---------------------|---|
| <b>Proposer</b>  | Cllr Amanda Wheeler |   |
| <b>Seconder</b>  | Cllr Andrew Croft   |   |
| <b>For</b>       | 4                   | Cllrs Wheeler, Croft, Yvette Díaz-Muñoz, Allibone |
| <b>Against</b>   | 0                   |   |
| <b>Abstained</b> | 0                   |   |
| <b>Motion</b>    | <b>CARRIED</b>      |   |

**7.01pm** – The meeting continued in Closed Session

Minutes arising from confidential item:

**Proposal 5** - It was **RESOLVED** to bid for the identified lots at the upcoming auction subject to the allocated Acquisitions budget.

|                  |                        |   |
|------------------|------------------------|---|
| <b>Proposer</b>  | Cllr Andrew Croft      |   |
| <b>Seconder</b>  | Cllr Yvette Díaz-Muñoz |   |
| <b>For</b>       | 4                      | Cllrs Wheeler, Croft, Yvette Díaz-Muñoz, Allibone |
| <b>Against</b>   | 0                      |   |
| <b>Abstained</b> | 0                      |   |
| <b>Motion</b>    | <b>CARRIED</b>         |   |

**7.54pm** – Meeting resumed in Open Session

## 7. Closure of meeting 7.54pm

Date of next meeting TBC

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date

Initialed by Chair